

CITY OF RIVERSIDE

1270

05/20/05

HUMAN RESOURCES DEPARTMENT

Revised

CLASSIFICATION SPECIFICATION**TITLE: PURCHASING SERVICES MANAGER****DEFINITION**

Under general direction, to plan, organize, and direct the City-wide functions of the purchasing of supplies, materials, equipment and services and the operation of a central stores, publishing services, and messenger services; and to do related work as required.

REPORTS TO: Finance Director**SUPERVISION RECEIVED AND EXERCISED**

Exercises general direction from the Finance Director. Exercises general supervision over professional, para-professional, technical and administrative support staff as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies and priorities.
- Plan, organize, direct the municipal purchasing, central stores, publishing services and messenger service operations.
- Review major purchase requisitions; approve requisitions in conformity with established procedures; assign requisitions to Procurement and Inventory Control Specialists for actions; make major equipment purchases.
- Process all Pubic Works projects for formal bidding.
- Conduct pre-bid specification review conferences with bidder and City officials to resolve conflicts and misunderstandings regarding bids.
- Supervise and participate in development of bid specifications; receive, open and publicly read bids, analyze bids and make recommendations on major purchases.
- Prepare periodic reports.
- Provide information on purchasing, central stores, publishing services and messenger service policies, regulations and procedures.
- Review budget requirements for all departments for capital equipment purchases and monitor monthly expenditures for purchasing, publishing services and central stores.
- Confer with municipal officials regarding purchasing activities such as development of specifications and standardization.
- Assist in budget preparation and administration.
- Supervise, train and evaluate assigned staff.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency procurement and materials management processes.
- Commodity markets, marketing practices and commodity pricing methods.
- Federal, state and municipal purchasing laws and procedures.
- Budget and accounting procedures and practices.
- Materials management and warehousing methods and practices including inventory control procedures.
- Governmental publishing services and messenger service.
- Computerized purchasing, inventory and accounting systems.
- Types of supplies, materials and equipment commonly used by the municipal utilities, including terminology and nomenclature.
- Public Works and bidding process for public projects.
- Principles and practices of organization, administration, budget and personnel management.

Ability to:

- Supervise, train, and evaluate professional, technical, and clerical staff members.
- Communicate clearly and concisely, orally and in writing.
- Analyze, evaluate, and modify purchasing methods and procedures.
- Interpret and explain City purchasing, central stores, publishing services and messenger service policies and procedures.

Education and Experience:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major study in purchasing, business administration, public administration, marketing or a related field. A Certified Purchasing Manager certification is highly desirable.

Experience: Five years' experience in large scale governmental or commercial purchasing including familiarity with warehousing, inventory control procedures, central printing and messenger service.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicles Operators License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Purchasing Services Manager

TO:

